

1 GETTING STARTED

This chapter introduces you to the required software — both commercially purchased and custom developed packages — needed to support the data entry software. Information is provided about the setups you need to get user's permission that will let you enter data. Also described are global procedures — such as cursor movement, menus, menu bars, and the mouse — you will use for all data entry sessions regardless of the module involved.

Let's begin with a description of automated processing in a broad, general manner, including commonly used terms and definitions.

Database Systems

Data are pieces of information. They reside in *files* or *tables*. The *file structure* is a logical way of storing data. Understanding this structure helps you to find the data you need and to create new databases.

A *database system* is a collection of data stored in the computer in a logical and consistent manner. Using this type of system allows the development of multiple applications using a common database. Also, the database system allows the computer to store data efficiently and yet allow easy retrieval.

Relational Database

A *relational database* is a collection of data stored in two or more tables that share a common column-name [key field] that joins the tables together in a single database. This key field allows you to create relationships across tables when querying a database. You can look at data stored in several tables as if they were a single table.

Informix-SQL (ISQL)

This commercial software product was used to create the UI database (UIDB) you are using. ISQL is the database management component of the package. It organizes, stores, and retrieves data. Once you become familiar with the user guide received with the INFORMIX package, you can begin to create useful programs and reports yourself.

An INFORMIX database has tables, rows, columns, screen forms, reports, and files. A *table* organizes and stores data into rows and columns. A *row* is a record in the table containing all the data fields. A *column* contains the data of a specific field for each record. A database *file* or *table* is a collection of records or rows.

Window Systems

A window system is a collection of programs that lets you use and display many different applications on a single workstation screen. By dividing the screen into several small, possibly overlapping sections, called *windows*, you can run multiple applications simultaneously. These can include graphics display programs, figure drawing programs, mail reading programs, and text reviewers as well as data entry programs. *eXceed* is a software program that interacts with the Sun system to give your PC Graphical User Interface (GUI) capability.

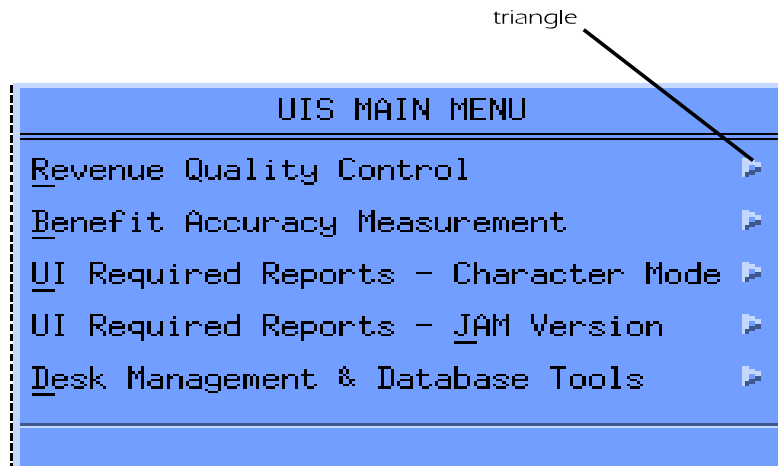
Examples of Windows

Let's now look at the many types of windows used in this application.

Main Menu Window

The UIS Main Menu, shown in Figure 1.1, is an example of a menu window. The triangle shown in the figure indicates the presence of submenus for the menu option in focus. When it is highlighted, the submenu is displayed.

Figure 1.1
*Example of a
Main Menu
window*



The menu leads you to the particular software program you want to run. You can choose an item from the menu in a variety of ways:

- P Click on the option with the mouse.
- P Highlight the option with the up or down arrow (↑↓) keys, then press
Z or the space bar.
- P Press the mnemonic entry (the underlined letter in the option, *example*, "J" for UI Required Reports - JAM Version, "U" for UI Required Reports - Character Mode).

Continue making selections from the menus until you reach the program you want to run. Once the program you want appears, different screens or menus are displayed.

Utilities Menu

The Utilities menu contains X-Windows utilities you may access. Although the menu does not include all the utility applications available for the X-Windows system, it has the most used and most useful utilities, such as a calculator, clock, mail tool).

To activate a utilities menu, click the *right* mouse button outside all windows, or put the cursor in the top left corner and press **C** . Shown below is an example of a Utilities menu window.

Figure 1.2
*Example of a
Utilities Menu
window*



This is a vertical menu.
The options displayed in this
menu lead you to the particular
utility program you want to run.

You can pick an item from the menu in various ways:

- P Click on the option with the mouse.

If you accessed the Utilities menu using **C** , there are two additional ways to choose a menu option.

- P Highlight the option with the up or down arrow (**↑↓**) keys, then press **Z** or the space bar.

- P Press the mnemonic entry (*example*, "l" for Clock, "a" for Calculator).

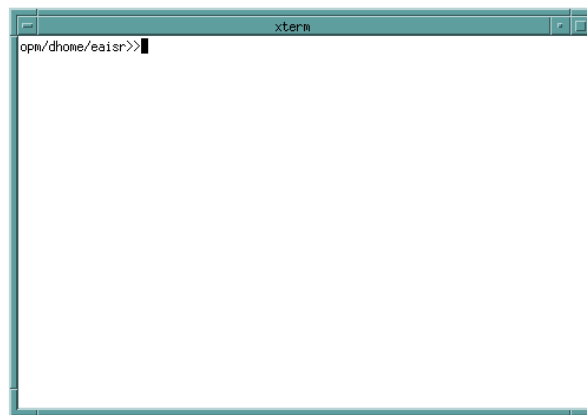
Once you arrive at the program you want to run, different screens or menus appear depending on the program.

xterm Window

In the xterm window you can type a command at the UNIX command line, if required, to access and edit files. It will not normally be used to run applications. To activate a UNIX command line, click the middle mouse button for a three-button mouse or the left and right buttons simultaneously for a two-button mouse outside all windows, or position the cursor in the top left corner of the screen, then press **D**.

Shown below is an example of a UNIX command line in an xterm window.

Figure 1.3
Example of a
UNIX command
line in an
xterm window

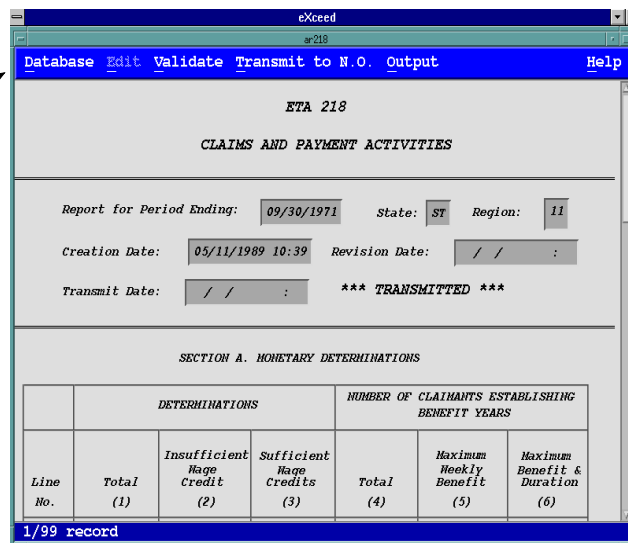


Windows with a Menubar

The windows in many applications have a *menubar*. The options displayed on these menubars may differ depending on the application. However, as a standard, the **Help** option will be in the right corner of the menubar. Figure 1.4 is an example of a window displaying a typical menubar.

Figure 1.4
Example of
a window
with a
menubar

menubar



Getting Started

Pull-down Menu. Each menu option on the menubar has a *pull-down menu* which contains submenus. When you open an application with a menubar, two menu options are highlighted — Database and Help. To use any of the inactive (greyed out) options in the menubar, you must first access the Database's pull-down menu. You can do this two ways.

P Click on the Database option with the mouse.

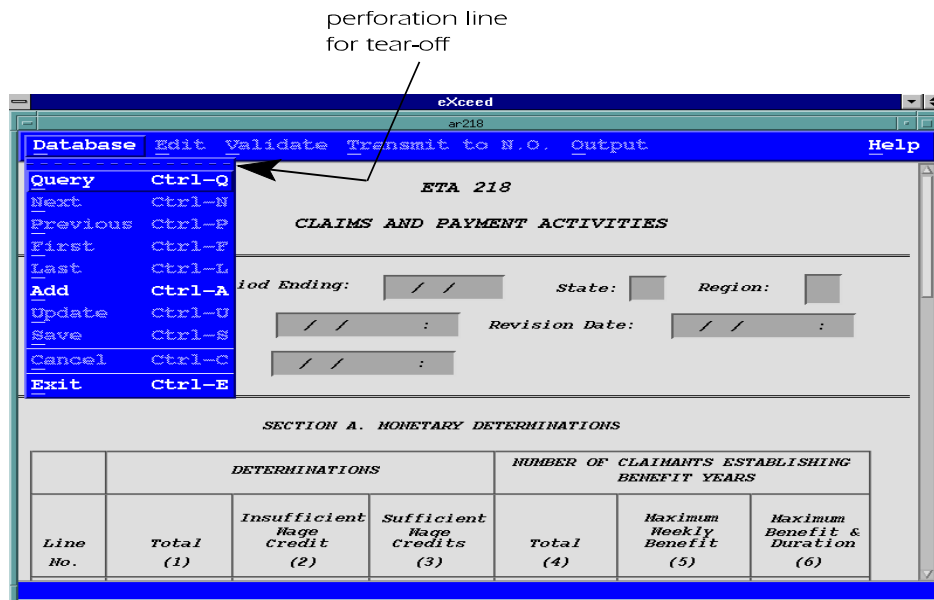
P Press the J key. The Database option appears raised.

You can then navigate other menu options, if they are *active*, by using the left and right arrow keys. You can also use mnemonics to access active options in the menubar as well as submenus in the pull-down menus (*example*, "H" for Help, "Q" for Query).

The submenu options differ depending on the requirements of the application. However, the Exit option — which is used to exit the application — always appears under the first menu option of the menubar. The Help option has four submenu options: Context Sensitive Help, Overview, Keyboard, and Product Information.

Tear-off Menu. Each menu option, except Output, has the capability of becoming a *tear-off menu*, which is a pull-down menu that can be separated from the menubar and moved to another part of the screen. This feature is useful if you want to keep certain menus on the screen at all times. Commonly used items can then be quickly accessed without having to pull down the menu.

Figure 1.5
*Example of a
Tear-off Menu
window*

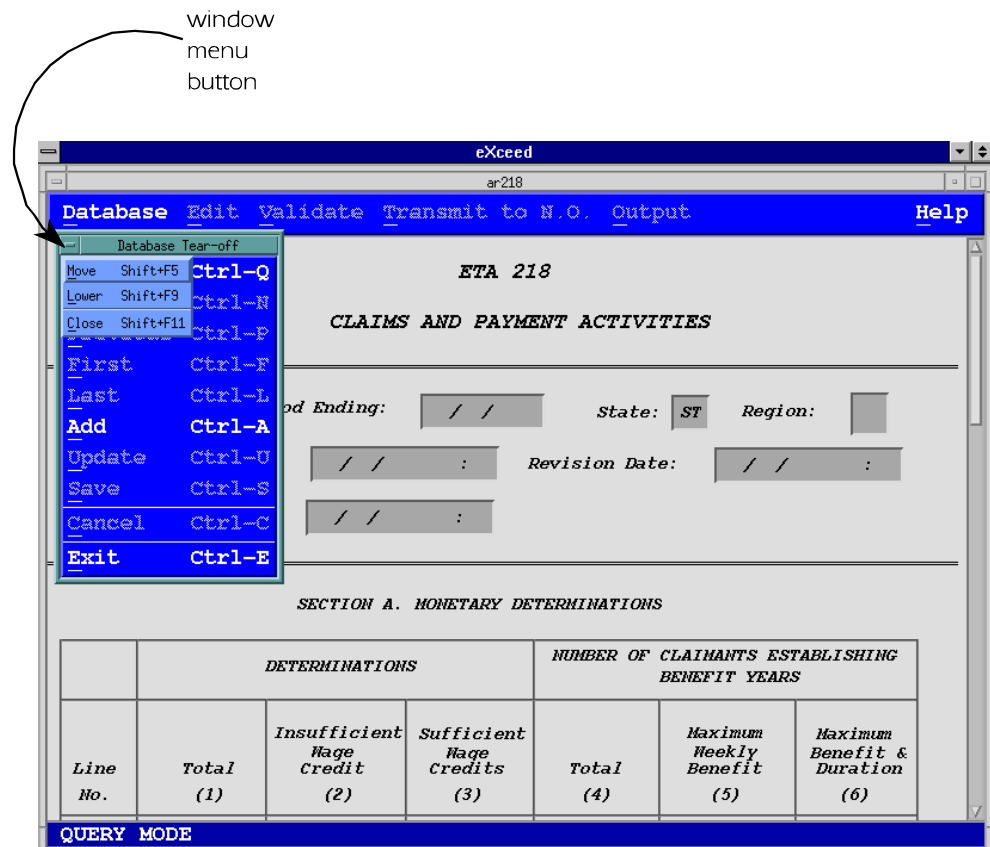


To detach a tear-off menu from menubar, display a pull-down menu by clicking the mouse on a menubar option, such as Database. Then click on the perforated line where the pull-down menu is attached to the menubar, as shown in Figure 1.5 above. This is now a separate menu and may be moved anywhere on the screen by dragging the top of the menu with the mouse.

Figure 1.6 displays an example of a window with the menubar and tear-off menu.

To close a tear-off menu window, press **⌘ K**, or click on the top left window menu button (looks like a minus sign), then choose **Close** from the pull-down menu.

Figure 1.6
Example of tear-off window menu



Getting Started

Help Window

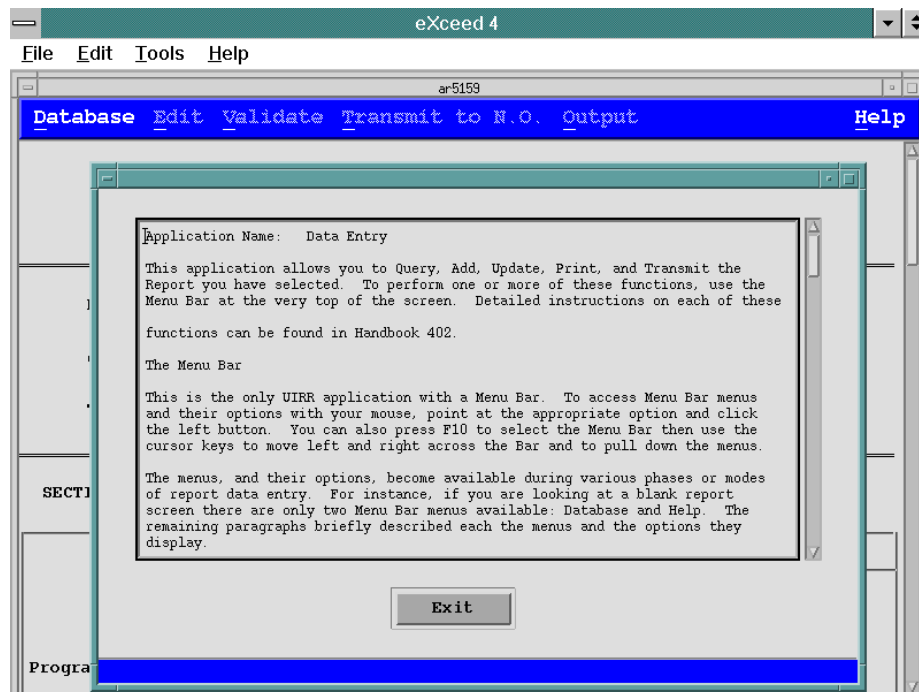
Depending on the application, you can get either context-sensitive help or screen help/overview for most screens.

To get any of the following Help options, click on **H**elp in the menubar or press **A** :

- | | | | |
|---|------------------------|---|---------------------|
| P | Context Sensitive Help | P | Keyboard |
| P | Overview | P | Product Information |

Figure 1.7 displays an example of a typical Help window.

Figure 1.7
*Example of
Help window*



Dialog Boxes

A dialog box is an on-screen message window that conveys or requests information from users regarding the current application. Discussed below are the types of messages you'll encounter in UIRR dialog boxes.

Warning Messages. A warning message is a statement that appears on the screen advising you to proceed cautiously with a chosen operation in the application.

Warning messages are displayed in a warning message dialog window. The pushbuttons displayed on the warning dialog are application dependent. You can move the warning dialog box window on the screen. You must first respond to the warning message before continuing data entry or choosing any other menu operations.

Figure 1.8 displays an example of a typical warning message dialog window.

Figure 1.8
*Example of
a warning
message
dialog
window*

The screenshot shows the 'eXceed' application window. The menu bar includes 'Database', 'Edit', 'Validate', 'Transmit to N.O.', 'Output', and 'Help'. The main window title is 'ar218'. The main content area is titled 'CLAIMS AND PAYMENT ACTIVITIES'. It contains several input fields: 'Report for Period Ending' (06/30/1996), 'State' (ST), 'Region' (11), 'Creation Date' (11/26/1996 16:37), 'Revision Date' (/ / :), and 'Transmit Date' (/ / :). Below these fields is 'SECTION A.' and a table titled 'DETERMINATIONS OF CLAIMANTS ESTABLISHING BENEFIT YEARS'. The table has columns: 'Line No.', 'Total (1)', 'Insufficient Wage Credit (2)', 'Sufficient Wage Credits (3)', 'Total (4)', 'Maximum Weekly Benefit (5)', and 'Maximum Benefit & Duration (6)'. The first row of data shows 'Line No.' 100, 'Total (1)' 1,234, 'Insufficient Wage Credit (2)' 12,334, and 'Sufficient Wage Credits (3)' 1234. A blue warning dialog box is overlaid on the table, titled 'QUESTION' with a question mark icon, and contains the text 'Cancel ??' and two buttons: 'Yes' and 'No'.

Getting Started

Error Messages. Error messages are statements that appear when an error condition occurs while performing an application. They are displayed in an error message dialog window. The pushbuttons shown on the error dialog are application dependent. You can move the error window on the screen. You must first respond to the error message before continuing data entry or choosing any other menu operations.

Figure 1.9 is an example of a typical error message dialog window.

Figure 1.9
*Example of an
error message
dialog window*



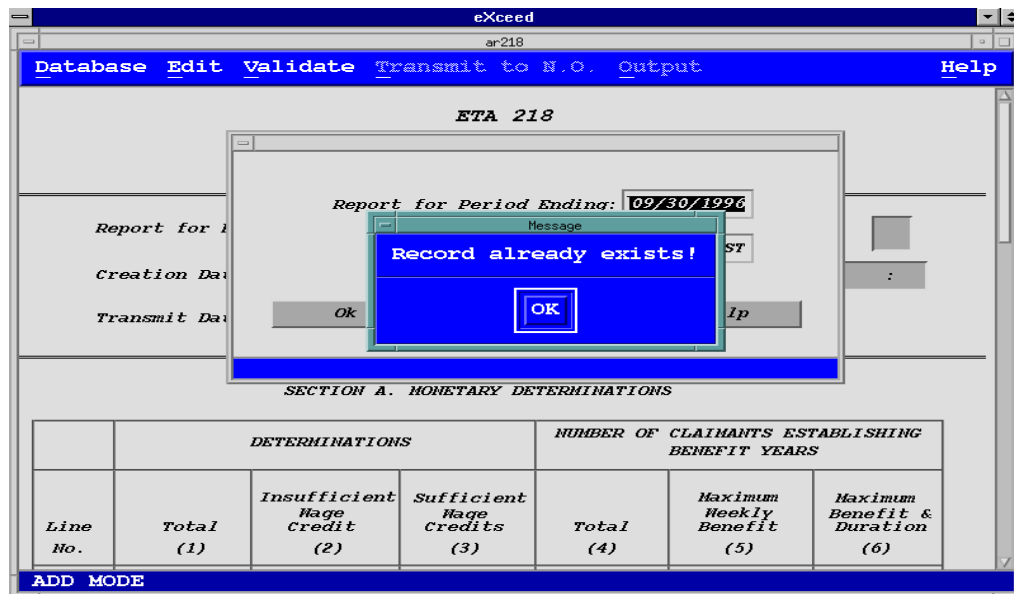
status line

Informational Messages. Informational messages are statements that display meaningful information regarding a field, screen, application, or a process in operation.

These messages appear on the status line in the window (see Figure 1.9) or in a message dialog window. The message dialog window is titled MESSAGE. The pushbuttons displayed on a message dialog are application dependent. You can move a message dialog box window on the screen. You must first respond to the informational message before continuing data entry or choosing any other menu operations.

Figure 1.10 displays an example of a window with a typical informational message dialog window.

Figure 1.10
*Example of an
informational
message
dialog
window*

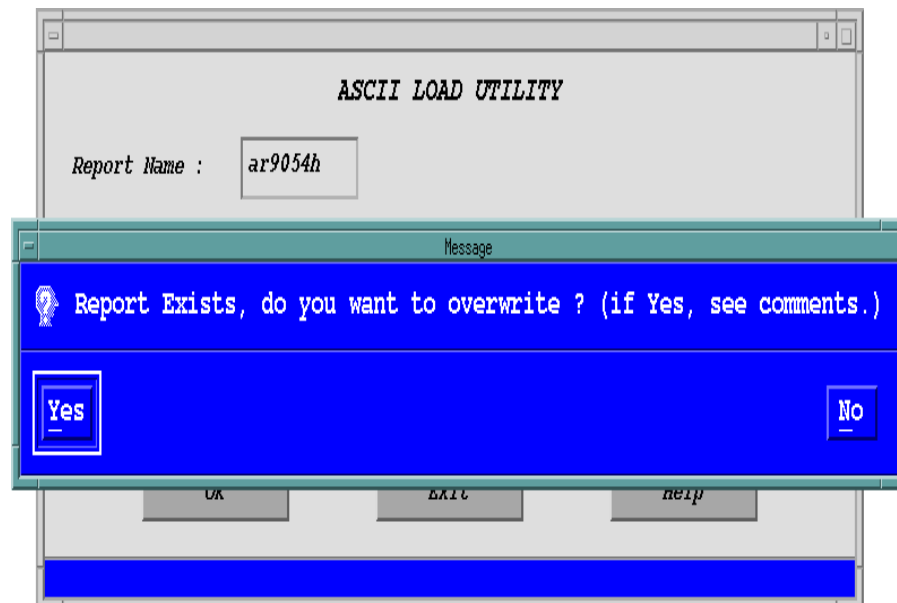


Getting Started

Prompt Messages. Prompt messages are requests asking users for input information needed to continue the operation of an application. These messages are displayed in a window called a prompt dialog window. This window is titled and has a graphic symbol and pushbuttons that are application specific. You can move the prompt dialog box window on the screen. You must first respond to the prompt before continuing data entry or choosing any other menu operations.

Figure 1.11 is an example of a typical prompt message dialog window.

Figure 1.11
*Example of a
prompt message
dialog window*



Control Keys

A *control key* is one of the alphabetical keys pressed at the same time that you press and hold down the key labeled as “Ctrl”. An example of a control key combination would be U -C, which also is shown as ^C, Ctrl-C, or verbalized as “control-c”; see the table below for more examples. To use a CTRL key in a UIRR application screen, three conditions must be met:

- 1 The screen must have a menubar. UIRR screens with menubars are the first screens displayed when you request a report in:

P the Database Entry, Query, Update & Transmit menu.

P the submenu, Evaluation Entry, under the Quality Reports menu.

Tip: The function key J provides help on all of these screens..

- 2 The menu that contains the function you want to activate must not be pulled down when you press the CTRL key.
- 3 The function you want to activate with a CTRL key must be in *active* mode, that is, it is available for the current application and therefore not greyed out.

Control Keys + Functions in UIRR Applications			
Database Menu		Validate Menu	Transmit to N.O. Menu
Ctrl-Q = Query (Database)	Ctrl-A = Add (Record) (<i>Note: Screens in the Evaluation Entry menu under the Quality Reports menu do not have Add.</i>)	Ctrl-O = Check for Errors	Ctrl-G = Overnight (Transmittal)
Ctrl-N = Next (Record)	Ctrl-U = Update (Record)	Ctrl-W = Switch to Edit	Ctrl-D = Immediate (Transmittal)
Ctrl-P = Previous (Record)	Ctrl-S = Save (Record)		
Ctrl-F = First (Record)	Ctrl-C = Cancel		
Ctrl-L = Last (Record)	Ctrl-E = Exit (Data Entry)		

Hardware/Software for UIRR Applications

The UIRR software is loaded on the SUN system. Since the software has been developed using a graphical user interface (GUI), a PC with X-emulation capability or an X-terminal should be used to access the software.

If an X-terminal — such as a Qume or a Sun Console — is used, a startup script file is automatically executed when you log into the SUN system. This script provides the terminal with the required graphics capability needed to execute the UIRR applications.

If a PC is used, the X-emulation software *eXceed* should be first triggered to log into the SUN system and then execute the applications.

eXceed is an X-emulation software program that gives your PC graphics capability. It acts as if it were a terminal by sending characters to, and receiving characters from, the Sun computer. When *eXceed* receives special characters that would tell a real terminal what to do — such as clear the screen or move the cursor — it translates these special characters into the commands to do this on the display.

Logging In On a PC

Execute the windows program on your PC. Double-click on the red "X" icon in the *eXceed* window. Once the *eXceed* software program is triggered from the windows environment and the terminal is ready for use, the login window appears on the screen, as shown in Figure 1.12.

Figure 1.12
Login window



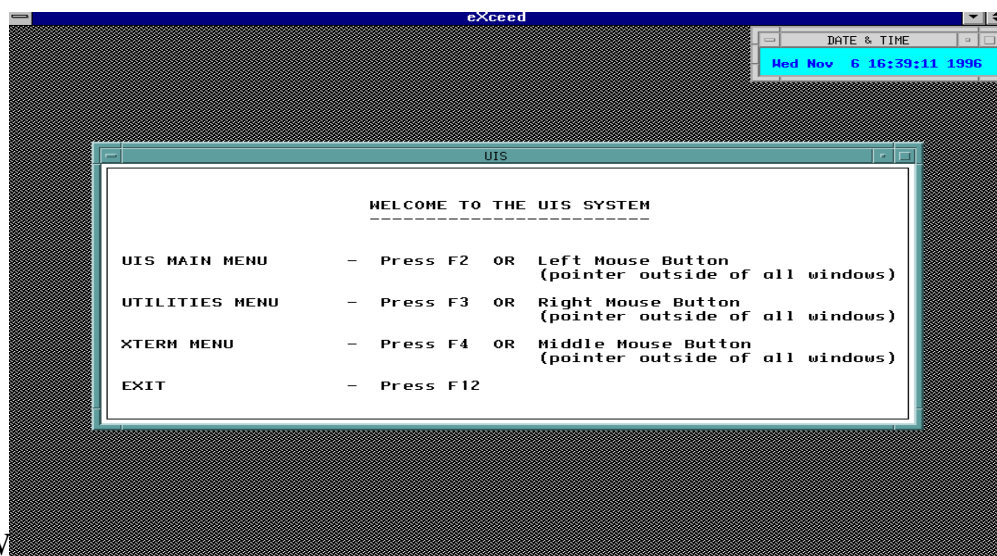
The screen displays two prompts, the login and the password. Type your login name and press **Z** . Then type your password and press **Z** .

If you make a mistake when entering your login name or password, an error

message "Login Incorrect" appears. Reenter your login and password. *Contact your Sun System Administrator for help if you are unable to log on.*

When you're successfully logged in, the UIS System menu is displayed, as shown in Figure 1.13

Figure 1.13
UIS System Menu



Logging In On an X- terminal

When an X-terminal is ready for use, the following prompt should appear on the screen:

Login:

Type your login name at the prompt, then press **Z**.

Another prompt appears asking for your password. Type your password, then press **Z**.

If you make a mistake when entering your login name or password, the login prompt appears again. Reenter your login and password. *If you are unable to log in, contact your Sun System Administrator for help.*

Getting Started

Message Screen

After you log in, you'll see a message screen known as the *message of the day* (motd). This screen, created by your State Sun System Administrator (SSA), displays messages that you and other users would want to know when you log in. Such messages can include changes in system software, a list of scheduled down-times, or the name of newly installed third-party software. The SSA's message screen could look something like this:

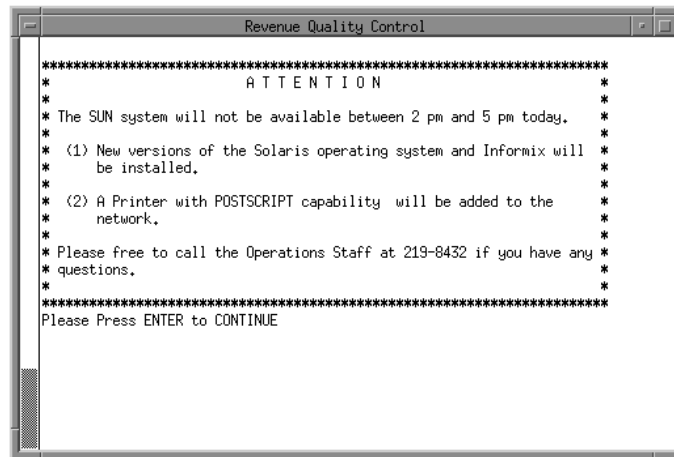
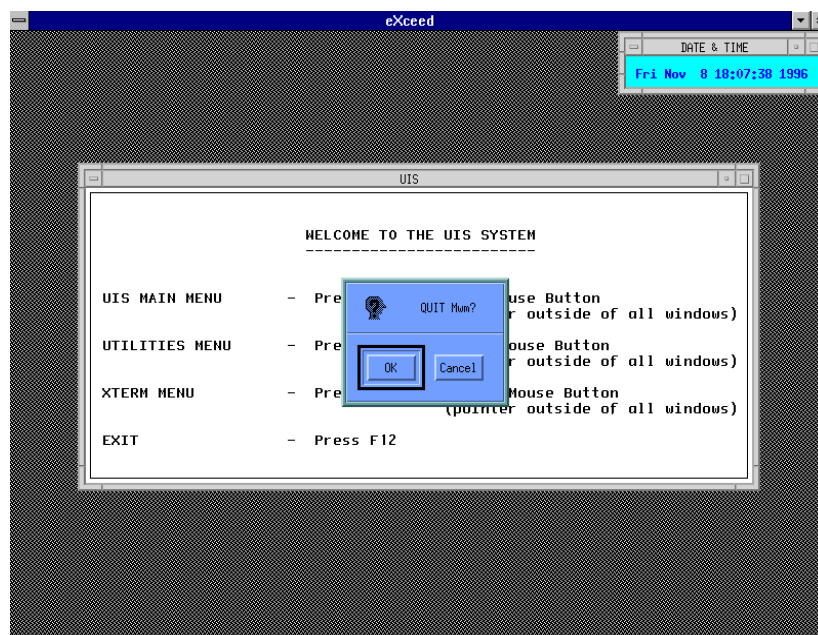


Figure 1.14
*Message
Screen*

Logging Off

Before logging off, exit the application back to the Main menu. To log off the UIRR system, press **L** or choose the Exit option from the Utilities menu. A window pops up with the message, "QUIT Mwm?". To log off the system, choose OK, or press the spacebar or **Z**.

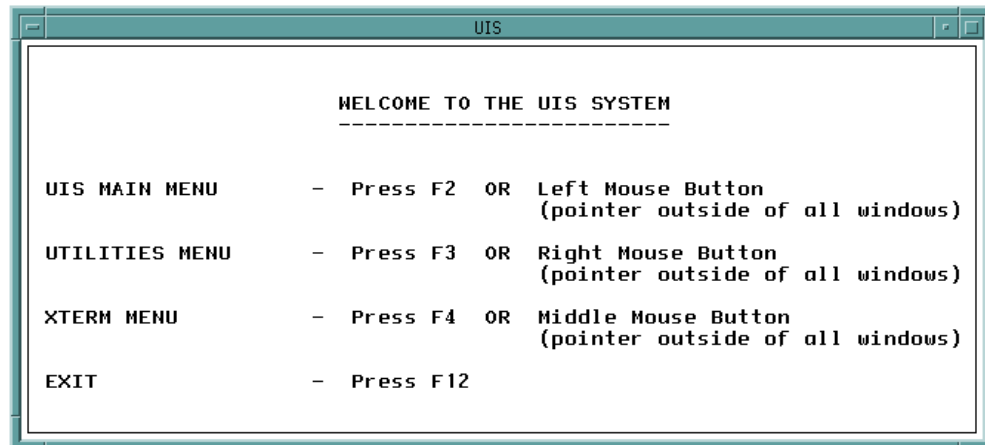
Figure 1.15
*Logoff
Window*



Accessing UIRR Applications

After logging in, you can access UIRR applications via the UIS Main Menu choice on the Menu Options window, as shown in Figure 1.16.

Figure 1.16
Menu Options Window



Displaying the UIS Main Menu

To access the UIS Main Menu (Figure 17), press **B** or click the left mouse button anywhere **outside** the window(s) on the screen.

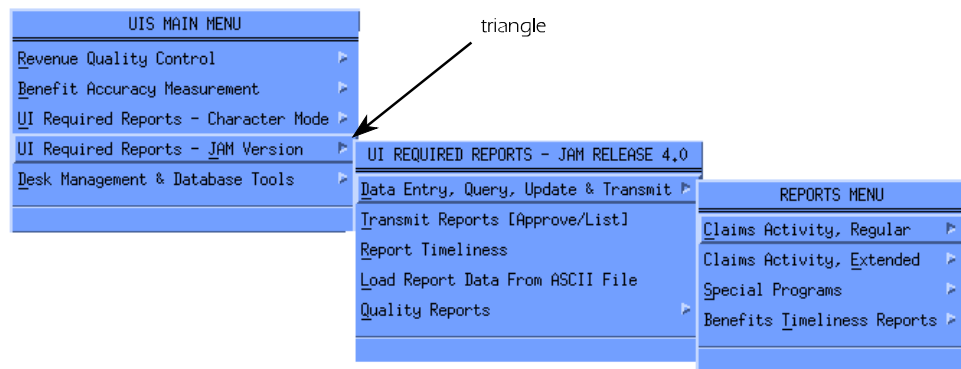
Tip: Because this procedure results in a “cascading” menu, we suggest that you click the mouse in the top left corner of the screen.

To access *specific* UIRR applications, such as Data Entry and Transmit Reports, see the chapters which cover these individual topics.

Displaying Submenus

The UIS Main Menu displays submenus from which you can choose UIRR applications. Note the triangular symbols in Figure 1.17. These triangles indicate there are additional submenus for the highlighted menu. When you release the mouse button on a triangle, the menu stays on the screen and displays submenus for the menu item you chose.

Figure 1.17
*UIS Menu
System
Window*



Choose the fourth option from the UIS Main Menu. The UI Reports - JAM Version menu appears, as shown in Figure 1.17.

You can choose an item from the menu in several ways.

- P Click on the option with the mouse.
- P Highlight the option with the up or down arrow (↑↓) keys, then press **Z** if the menu was chosen using **B** or if the menu stayed on the screen.
- P Press the mnemonic entry (*example*, "J" for UIRR Reports - JAM Version) if the menu was chosen using **B** or if the menu stayed on the screen.

To access a *specific* UIRR application (*example*, data entry), see the chapter that provides information about that application.

User Groups

Most UIRR software permits only authorized users to perform specific tasks. Users are classified into two user groups, listed below. Members access the system using identification codes (login ID). If you don't have a login ID, contact your State System Administrator.

The user groups are:

- P *data entry group* - uidbusr. This group can create reports, change data on reports, obtain report status, and load ASCII files.

- P The *approving official group* - uidbapr. This group can sign off on reports and transmit them to the National Office. Members of this group are usually also members of the uidbusr group.

All other users with login access to the system can query the database through the Informix Structured Query Language available on the State Sun system.

Table Naming Conventions

UIRR data reside in tables. Understanding how data is stored will help you to find the data you need.

Report Tables store data reported by the States and other sources. Each UIRR table name begins with the letter **a**, followed by another letter and usually three or four numbers.

The second letter in each report table is one of the following:

- r** Regular program
- e** Extended Benefits program
- w** Workshare version of the 5159, 9050 and 9051 reports
- c** Emergency Unemployment Compensation

Example: "ar5159" is the table name that stores the regular program data of the ETA 5159 Claims and Payment Activities Report.

A table can also have ending letters. For example, all reports have an associated version with the ending letters of **cm** to indicate the table holds comment information. Ending letters can also be used to indicate a subgrouping. For example, in ar9050p, **p** indicates a table on “partial” claims; in ar9054h, **h** indicates a table on higher authority appeals; and in ar9054l, **l** indicates a table on lower authority appeals.

The data in tables are generally stored in a series of consecutively named fields (or cells), which are usually identified as c1, c2, etc. For a data map of the fields in each report table, see Appendix A.

System Navigation


After you’ve successfully logged on, you can use the tools of the UIRR system navigation to access the UIRR software. These include the mouse, **J**, **P**, accelerator keys, arrow keys, and mnemonics.

P mouse Even if you’ve never used a mouse, once you become accustomed to using it, you’ll probably find it your most valuable tool to navigate through the UIRR Windows software. With a mouse, you can easily:

- choose a data entry field in the Data Entry screen.
- choose a menu option.
- scroll through the Data Entry screen by clicking on the scrollbar column (located on the right side of the Data Entry screen, or by dragging the scrollbar with the left mouse button.

As you roll the mouse around, you’ll see the mouse pointer on your screen move in the same direction.

Here are common mouse terms you’ll find in this book:

- **mouse pointer (or pointer)** The position indicator, usually an arrow (), that moves around on the screen as you roll the mouse on your desktop.
- **mouse button** This is usually the left mouse button unless otherwise indicated.

- **click** To *click* an option, move the mouse pointer to that option, then press and release the mouse button.
- **drag** To *drag* (move) an item, like the scrollbar on the Data Entry screen, move the mouse pointer to the item, *hold down* the mouse button, drag the mouse to another location, then release the mouse button.

P **J** . The F10 key activates the menu bar, *except* when you're in the Data Entry mode.

P **control** (or **accelerator/combination**) **keys**. These are a combination of keys you can press to directly activate a task rather than accessing the task via a menu (*example*, you can access the Query mode by holding down Ctrl, pressing Q, then releasing both keys).

P **mnemonics** (pronounced “nĭ-män-iks”). This is a memory aid that assigns a letter to each function in the menu and submenu options. When you press the letter, you can access a function (*examples*, press “e” to access the Edit function, or press “o” to activate the Check for Errors function).

P **P** . Press the Tab key to go horizontally from one data field to another one.

- P **arrow keys.** Press the Up/Down (↑↓) arrow keys to navigate vertically through the data entry fields, and press the Left/Right (→←) arrow keys to navigate horizontally through the data entry fields.
- P **N Z** . Press this combination of keys to exit the Comments section from other than the last data entry point.
- P **Z** . Pressing this key on highlighted options prompts the following actions:
- *Data Field.* Puts the cursor on the next field.
 - *Pushbutton.* Pushbuttons are options such as Help, Cancel, and Exit. When you press **Z** on a highlighted pushbutton, the option is activated.
 - *Radio Button.* Radio buttons are a group of buttons of which you can choose only one (*example*, Yes or No). When you press **Z** on a highlighted radio button, the option is activated.

Getting Help On-Line

When you need help, there are several ways you can view it on the screen.

- P Press **A** for context-sensitive help.
- P Choose the Help menu if you're in the Data Entry screen.
- P Choose the Help pushbutton that is available on most screens.

Each of these options is discussed below.

A Help Option

When you're in the Data Entry screen, one way to get context-sensitive help is to highlight the data field you want information about, then press **A**. A screen displays information about the highlighted data field.

Help Menu

When you choose the Help menu, several options appear, including Context Help, Overview, and Keyboard Layout, as shown in Figure 1.18.

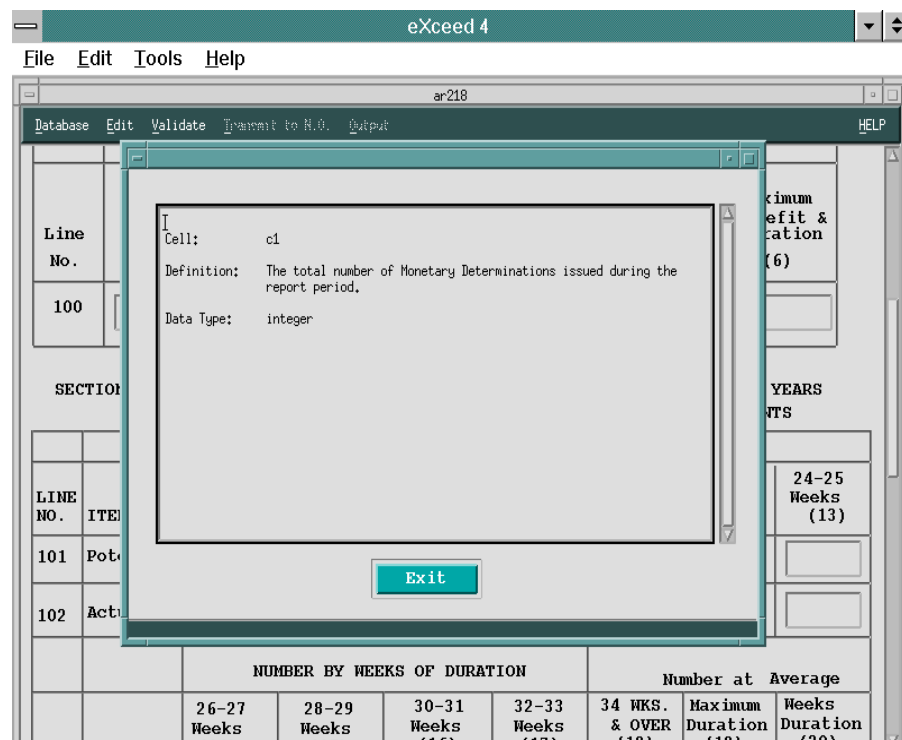
Figure 1.18
*Help menu
in Data Entry
screen*

The screenshot shows the eXceed software window with the title bar 'eXceed' and 'ar218'. The menu bar includes 'Database', 'Edit', 'Validate', 'Transmit to N.O.', 'Output', and 'Help'. The 'Help' menu is open, showing options: 'Context Help', 'Overview', 'Keyboard Layout', and 'Product Info'. The main screen displays 'ETA 218' and 'CLAIMS AND PAYMENT ACTIVITIES'. Below this are input fields for 'Report for Period Ending', 'State', 'Region', 'Creation Date', 'Revision Date', and 'Transmit Date'. A section titled 'SECTION A. MONETARY DETERMINATIONS' contains a table with columns for 'Line No.', 'Total (1)', 'Insufficient Wage Credit (2)', 'Sufficient Wage Credits (3)', 'Total (4)', 'Maximum Weekly Benefit (5)', and 'Maximum Benefit & Duration (6)'.

DETERMINATIONS				NUMBER OF CLAIMANTS ESTABLISHING BENEFIT YEARS		
Line No.	Total (1)	Insufficient Wage Credit (2)	Sufficient Wage Credits (3)	Total (4)	Maximum Weekly Benefit (5)	Maximum Benefit & Duration (6)

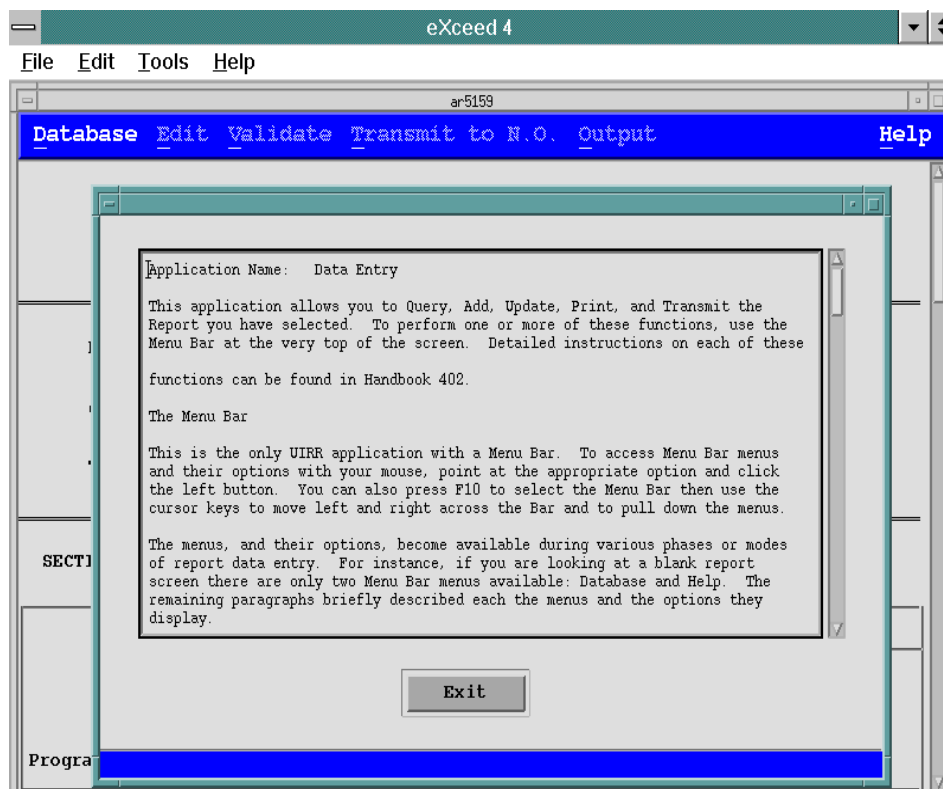
- P Context-sensitive Help** If you want to know what kind of data you should enter in a certain field in the Data Entry screen, click on the field, click on the Help menu and choose Context Help, as shown in Figure 1-18. A window appears displaying information about that cell, as shown in Figure 1.19. To close the Help window, click on **Exit**.

Figure 1.19
*Context-sensitive
help screen*



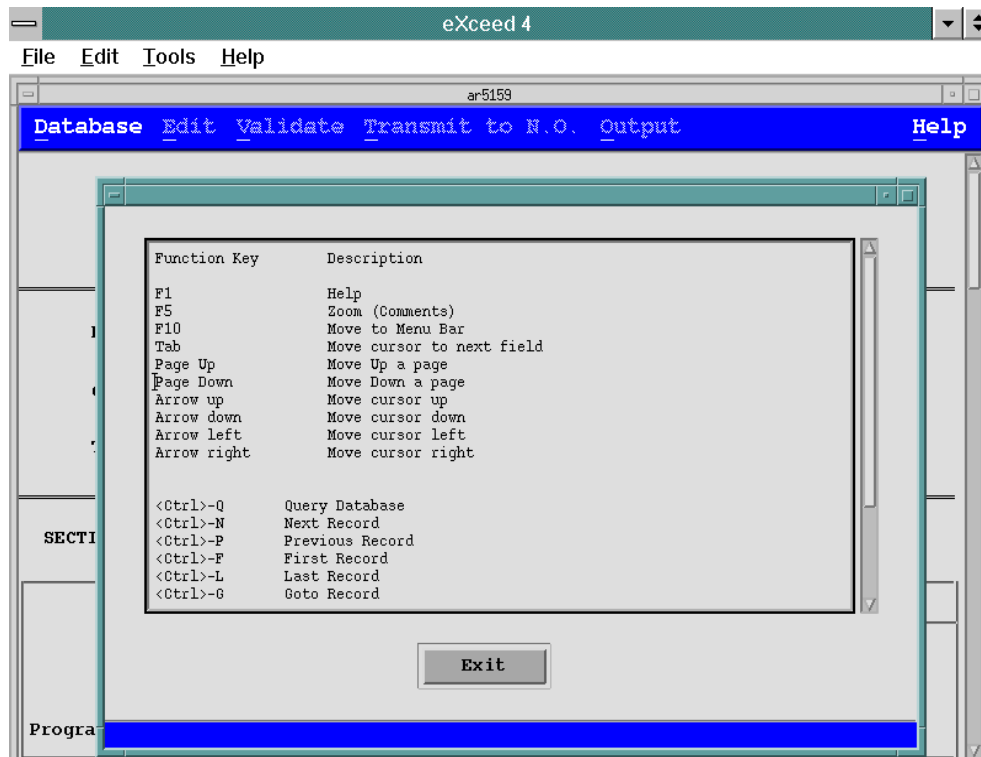
- P Overview** If you want help about the general idea of an application, such as Data Entry or Query, choose the Overview option from the Help menu. You'll see a screen like the sample shown in Figure 1.20. To close the Help window, click on **Exit**.

Figure 1.20
Overview
help screen for
Data Entry
application



- P Keyboard Layout** Use this Help menu feature to get a list of function keys (*example*, F1 = Help) and control (or accelerator /combination) keys (*example*, <Ctrl>-Q = Query Database) and their description, as shown in Figure 1.21. To close the Help window, click on **Exit**.

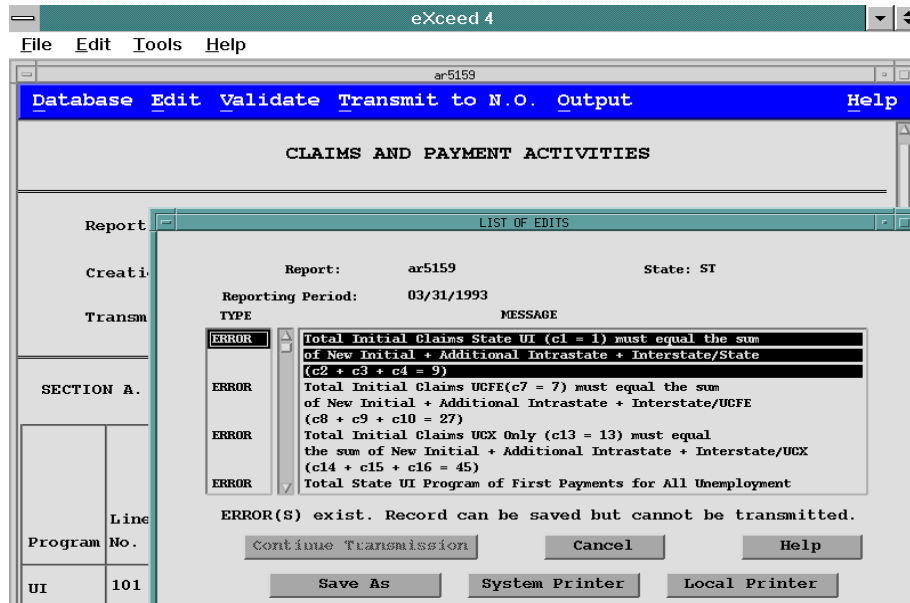
Figure 1.21
*Keyboard
Layout Help
screen*



Screen Help

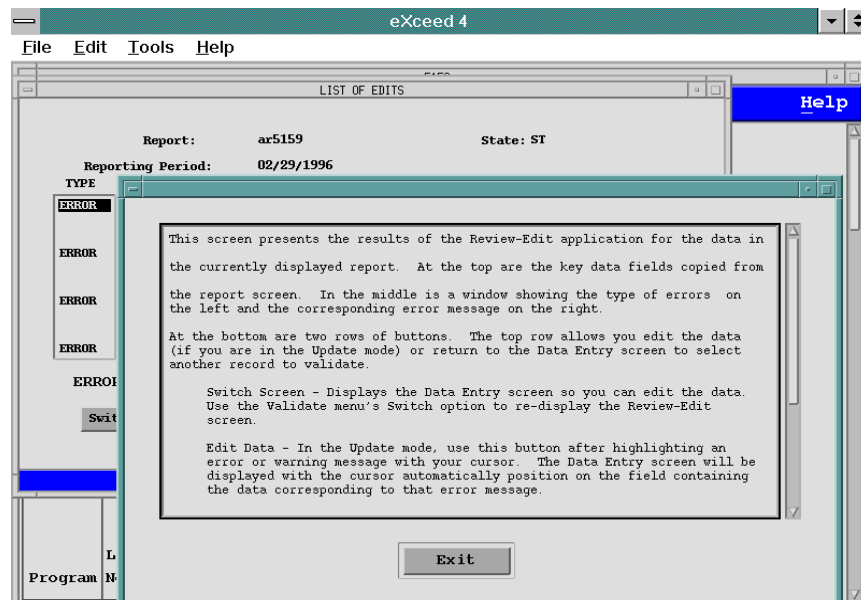
Another way to get on-line help is to choose the Help pushbutton shown in most UIRR screens other than the Data Entry screen, which has its own Help *menu*. Let's use the Validate option as an example. If you choose the Validate menu in the Data Entry screen, then choose the submenu option, Check for Errors, you'll see a List of Edits screen like the sample in Figure 1.22 below.

Figure 1.22
List of Edits



Notice the Help pushbutton at the bottom right. If you choose it, you'll see a screen like the sample in Figure 1.23, informing you of each component in the screen.

Figure 1.23
Pushbutton screen help



To close the Help window, click on **Exit**.

National Office Technical Support

If you have a problem or question about the UIRR software, refer it to your State Sun System Administrator (SSA). If your SSA cannot resolve the issue, (s)he will contact the UIS Technical Support staff at 1 (800) 473-0188 for help.